

## PROCEDURES AND SYSTEMS SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>
3053(0107)	Procedures and Systems Analyst I	02	737	6 mo.	03/30/00
3054(0107)	Procedures and Systems Analyst II	02	737	6 mo.	03/30/00
0108	Procedures and Systems Analyst III	02	737	6 mo.	03/30/00

### *Promotional Line: 186*

#### Series Narrative

Employees in this series analyze and develop solutions to procedural, organizational, operational, and/or policy problems of university/agency units.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Procedures and Systems Analyst I** **3053(0107)**

Employees at this level assist in the analysis of departmental system problems and in the development of solutions/enhancements to them. The employees work under general supervision from a designated supervisor.

A Procedures and Systems Analyst I typically –

1. assists in defining specifications of informational requirements and operational needs.
2. gathers data for analysis of problem areas.
3. maintains documentation, files, and other reports related to problem areas.
4. organizes information into working files.
5. assists in documenting existing procedures and methods.
6. documents recommendations and findings and submits written reports as required.
7. performs statistical work and systems diagram.
8. performs other related duties as assigned.

##### **Level II: Procedures and Systems Analyst II** **3054(0107)**

Employees at this level participate in and are responsible for the analysis of standard departmental system problems and for the development of solutions/ enhancements to them. The employees work under direction from a designated supervisor.

A Procedures and Systems Analyst II typically –

1. organizes and conducts activities in several areas of systems analysis.

2. reviews current systems and makes recommendations for enhancements.
3. analyzes and prepares cost estimates of system enhancements.
4. assists in the preparation of procedures manuals.
5. serves as liaison to the management informations systems community.
6. serves as liaison on individual project teams and task forces.
7. may review or supervise work of Procedures and Systems Analyst I's or other designated employees.
8. maintains procedures and systems documentation, which includes project charts and diagrams.
9. provides explanations of exceptions to normal processing.
10. assists in developing training sessions and training manuals.
11. performs other related duties as assigned.

**Level III: Procedures and Systems Analyst III****0108**

Employees at this level conduct major policy, procedural, organizational, and/or operations studies and develop, research, and recommend methods for effective operations, integrating institutional/departmental policies and procedures into the recommendations. The employees work under direction from a designated supervisor.

A Procedures and Systems Analyst III typically –

1. develops, reviews, and recommends methods, procedures, and systems.
2. revises and refines existing procedures.
3. answers requests from staff on special problems and questions regarding policies, procedures, and systems.
4. performs extensive studies as required, including follow-up studies.
5. reviews and approves appropriate forms.
6. supervises, trains, and coordinates the activities of assigned personnel as required
7. conducts training sessions for user personnel.
8. prepares and maintains policy, procedures, and systems manuals including project charts and diagrams.
9. develops specifications and test plans as they relate to new systems design and testing.
10. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Procedures and Systems Analyst I****3053(0107)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following types of preparation:
  - (a) technical experience in the procedures and systems field or a closely related field (such as experience above clerical data entry)
  - (b) credit for college course work comparable to that leading to a major in computer science, management, or related fields

that totals 1.0 unit according to the following conversion rates:

18 months of "a" = 1.0 unit

60 semester hours of "b" = 1.0 unit.

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Basic knowledge of operating methods and procedures
2. Oral and written communications skills
3. Knowledge of flow charting techniques

**Level II: Procedures and Systems Analyst II****3054(0107)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of training/experience requirements listed for the Procedures and Systems Analyst I
2. Any one or any combination of the following types of additional preparation:
  - (a) work experience comparable to a Procedures and Systems Analyst I
  - (b) credit for college course work comparable to that leading to a major in computer science, management, or related fields

that totals 1.0 unit according to the following conversion rates:

18 months of "a" = 1.0 unit

60 semester hours of "b" = 1.0 unit.

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of operating methods and practices
2. Knowledge of office management techniques
3. Knowledge of information systems and their applications to solving operational problems
4. Oral and written communications skills
5. Ability to analyze, visualize, and use imagination
6. Ability to create and apply new, practical ideas
7. Ability to organize work
8. Knowledge of flow charting techniques, computer aided design (CAD) tools, and/or project management tools

#### **Level III: Procedures and Systems Analyst III**

**0108**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of training/experience requirements listed for the Procedures and Systems Analyst II
2. Any one or any combination of the following types of additional preparation:
  - (a) experience comparable to a Procedures and Systems Analyst II
  - (b) credit for graduate level college course work comparable to that leading to a major in computer science, management, or related fields

that totals 1.0 unit according to the following conversion rates:

9 months of "a" = 1.0 unit

30 semester hours (or Master's degree) of "b" = 1.0 unit.

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

3. Two years of work experience comparable to that gained as a Procedures and Systems Analyst II in addition to the requirements listed in 1 and 2

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Thorough knowledge of operating methods and practices
2. Thorough knowledge of office management techniques
3. Knowledge of information systems and their applications to solving operational problems
4. Oral and written communications skills
5. Skill in analysis, visualization, and the use of imagination
6. Skill in creation and application of new, practical ideas
7. Skill in organizing work
8. Thorough knowledge of flow charting techniques, computer aided design (CAD) tools, and/or project management tools

Procedures and Systems Analyst I.....	Revised
Procedures and Systems Analyst II .....	Revised
Procedures and Systems Analyst III .....	Revised